

**Nasonville Fire District  
2577 Victory Highway  
Nasonville, Rhode Island 02830**

**Monthly Meeting Minutes for March 8, 2016**

**1. Call to Order:**

Chairperson Jenn Zuba called the Operating Committee meeting to order at 5:58 PM.

**Members present:** Board Members: Jenn Zuba (Chairperson), Bettie Hatzell (Vice Chairperson), Bob Allard, Janet Raymond, Gerry Lapierre, Norm Dalpe and Paul Wright.

**Others:** Christine Chretien (District Clerk), Robert Howe (Chief), Ron Lapierre (Treasurer), Chip Mainville (Fire Marshal).

**Absent:** John Mainville (Tax Collector).

**Opening Statement**

To the best of our ability we are conducting this meeting in a truthful and proper manner for the residents of the Nasonville Fire District.

**2. For the good and welfare of the district.**

- Chief Howe informed the Operating Committee about the numerous complaints he had received over the last 3 months from tax payers that call the station or have stopped by to talk to the Tax Collector regarding their taxes because they have not received a response to their calls. The Chief suggested that an audit be completed by a third party. Ron Lapierre informed the Chief and the Operating Committee that a CPA does a review annually.
- Gerry Lapierre commended the Chief and the fire department on their handling of a recent house fire on Smith Hill Road in Nasonville.

**3. Roll call vote to go into executive session**

- a. A motion was made by Bettie Hatzell to go into executive session based on RI General Law 42-46-4 under 42-46-5 (a)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation. Janet Raymond seconded the motion. All members approved the motion and the motion was passed. Executive session began at 6:15 PM and ended at 6:45 PM.

**4. Roll Call Vote to Seal Executive Session Minutes.**

Pursuant to Open Meetings Act Chapter 46, Section 42-46-7(c), Janet Raymond made a motion to seal the minutes of the executive session. Bettie Hatzell seconded the motion. All were in favor and the motion passed.

Open Session resumed at 6:47 PM.

**5. Receive Tax Collector's Report**

Ron Lapierre presented the Tax Collector's report. Tax collections for February were \$15,477.14. Total Collections through February were \$309,520.81 which represents 84.7% of total to be collected. Taxes in Arrears collected to date are \$6,427.12. Collections are running about \$17K ahead of last year. There were no redemptions. Bettie Hatzell made a motion to accept the Tax Collector's Report and the motion was seconded by Bob Allard. All members approved the motion and the motion was passed.

**6. Receive Chief's Report**

Chief Howe presented his report for the month of February. Bob Allard asked a question regarding mutual aid provided to North Smithfield and Paul Wright asked if a member had been suspended. Bettie Hatzell made a motion to accept the Chief's report and the motion was seconded by Janet Raymond. All members approved the motion and the motion was passed.

**8. Approve minutes from the previous month's meeting**

The minutes from the February 2016 monthly district meeting were submitted for review. A motion to approve the minutes was made by Janet Raymond and seconded by Bettie Hatzell. All members approved the motion and the motion was passed.

A motion was made by Jenn Zuba to move agenda item 7, Receive Fire Marshal's report to be part of item 12 d under New Business, Fire Marshal hours to be itemized, so that the Operating Committee members could ask questions at that time. Janet Raymond seconded the motion. All members approved the motion and the motion was passed.

#### **10. Receive the Treasurer's Report**

Ron Lapierre presented the Treasurer's report. He pointed out that the line item under Paid Coverage: Fire-Marshall-Fees was over budget by \$2.00 and the line item under Paid Coverage: Payroll Tax Expense (FED) was also over budget. The budget for line item Paid Coverage: Payroll Tax Held Payable (RI) was overstated and a portion of this line item can be moved to cover the shortage for the Payroll Tax Expense (FED). The shortage under Paid Coverage: Fire-Marshall-Fees will be addressed under new business as item e. Bob Allard asked if the Fire Watch at Wright's Farm was sufficiently staffed and the Treasurer and Chief both indicated that it was. Gerry Lapierre asked a question regarding a difference between last month's payroll report and this month's payroll report. Bettie Hatzell made a motion to approve the Treasurer's Report and Bob Allard seconded the motion. All members approved the motion and the motion was passed.

#### **11. Old Business**

- a. **Third Party Billing Update** – tabled until next month. No report received from Dawson.
- b. **Hiring Committee** – Gerry Lapierre reported that Sean McNulty, fireman/paramedic currently working in North Providence, is being brought on as a part-time employee, pending a satisfactory BCI.
- c. **Building Maintenance** – Gerry Lapierre reported that a contractor will be looking into the best way to deal with the water issue in the bathrooms.
- d. **Fire Marshal's Report for November 2015** – tabled until the next meeting.
- e. **Personnel Hours** – discussed as part of cost analysis.
- f. **Clarification of IOD VFIS reimbursement** – Chairperson clarified that the reimbursement is 100%. Per Chief, the lookback period to calculate the payment is 13 weeks.
- g. **Cost analysis of COB agreement going forward** - a high-level overview was presented by Ron Lapierre. Consensus was that the numbers are workable but need to be closely monitored. A motion was made by Bob Allard to accept the report presented by the Treasurer. Paul Wright seconded the motion. All members approved the motion and the motion was passed. Chairperson asked for volunteers to be part of work group to further analyze the financial information presented. Members of the work group will be Ron Lapierre, Chief Howe, Gerry Lapierre and Janet Raymond.
- h. **Labor Attorney** – a recommendation for a new labor attorney was proposed in an email from the Tax Collector. Attorney's name is Greg Piccirilli. Jenn Zuba will contact Mr. Piccirilli to see if he is interested and will also contact Mike Crane to see who he may recommend. She will present the information gathered at the next monthly meeting.
- i. **Information update regarding possible use of interns to fill shifts** – Gerry Lapierre contacted Al Peterson, the owner of American Safety Programs and Training and Gerry said he was very receptive of the idea and has a program in place with the Warren Fire Department. Chief Howe stated that he and Mr. Peterson had been friends for many years and Mr. Peterson had reached out to him and told him that he was not interested in participating in a program.

#### **7. Receive Fire Marshal's Report**

The Fire Marshal presented his report for the month of February. The Fire Marshal responded to questions asked by the Operating Committee regarding inspections done as well as the Crowd Manager training. Janet Raymond made a motion to accept the Fire Marshal's report. The motion was seconded by Bob Allard. All members approved the motion and the motion was passed.

#### **11. Old Business**

- j. **Fire Marshal position** – Fire Marshal presented outline to Operating Committee regarding history of Fire Marshal position in district as well as the responsibilities as Fire Marshal, training instructor, EMS billing as well as other duties performed. In order to cover the cost of Fire Marshal duties and third party billing, a motion was made by Bob Allard to move \$1,500 from Vehicles: Equipment & Repair line of the budget to Fire Marshal line. Motion was seconded by Paul Wright. Janet Raymond, Paul Wright, Bob Allard, Norm Dalpe and Jenn Zuba approved the motion. Gerry Lapierre voted against the motion. Motion was passed based on majority vote. At the next monthly meeting, Chief will present proposed hourly rate for each of the duties performed by the Fire Marshal. Chief will talk to other area chiefs to get an idea of duties performed and salaries paid.

## 12. New Business

- d. **Fire Marshal hours to be itemized** – request made by Gerry Lapierre that the Fire Marshal submit itemization of hours worked in capacity as Fire Marshal and time spent on EMS billing on his regular monthly report. Bob Allard made a motion to require this itemization. Norm Dalpe seconded the motion. All members approved the motion and the motion was passed.

## 11. Old Business

- f. **Discussion (re-opener) and possible vote regarding EMT recertification bills for volunteers and part-time members** – Bob Allard made a motion to pay the EMT recertification bills submitted for volunteers and part-time members. Norm Dalpe seconded the motion. Janet Raymond, Paul Wright, Bob Allard, Norm Dalpe and Jenn Zuba approved the motion. Gerry Lapierre voted against the motion. Motion was passed based on majority vote.

## 12. New Business

- a. **Special meeting to be requested to inform district voters of the financial impact statement presented at March meeting and permission to sell specific district assets** – decision about if and when a special meeting will be discussed at the next monthly meeting. This will enable the workgroup formed to present their findings after analyzing the financial impact statement. It was also decided that April's monthly meeting will be moved from April 12<sup>th</sup> to April 5<sup>th</sup>.
- b. **Discuss policy whether to allow union designations (stickers, etc.) in station or on uniforms** – Per Chairperson, a decision had been made two weeks prior that union designations would no longer be allowed in the station and nothing would be placed on district property. A motion was made by Bob Allard to allow the union logo on uniform on the back as long as Nasonville was on the front. Motion was seconded by Paul Wright. Janet Raymond, Paul Wright, Bob Allard and Jenn Zuba approved the motion. Gerry Lapierre and Norm Dalpe voted against the motion. Motion was passed based on majority vote. A motion was made by Bob Allard to have the Nasonville patch on the sleeve of the winter jacket. Motion was seconded by Paul Wright. Janet Raymond, Paul Wright, Bob Allard and Jenn Zuba approved the motion. Gerry Lapierre and Norm Dalpe voted against the motion. Motion was passed based on majority vote.
- c. **LifeLock Subscription** – Chairperson informed the Operating Committee that employee files had been compromised a few months back and that one employee's file was taken. She proposed that the district purchase a 3 year LifeLock subscription at a cost of \$220 per year. Gerry Lapierre stated that a police report should be filed. Gerry Lapierre made a motion that the district purchase the 3 year LifeLock subscription. Bob Allard seconded the motion. All members approved the motion and the motion was passed.
- e. **Move other budgeted line items to the Fire Marshal line item to appropriate the required funding for FY16** – see item j under Old Business.
- f. **By-laws updated with past years amendments no later than end of FY16 9/30/16** – By-laws need to be updated prior to the end of the fiscal year.
- g. **Proposal to determine what holidays are recognized by the district for payroll purposes** – list of recognized holidays will be provided to Treasurer. There are 10 holidays. Discussion being tabled for part-timers.
- h. **Adoption of a district annual calendar** – Clerk will maintain the calendar.
- i. **Establish a threshold amount to be filed** – Current threshold in by-laws is \$10,000.

## 13. Adjournment

There being no further business, Janet Raymond made a motion to adjourn at 10:12 PM and Norm Dalpe seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien  
District Clerk